



## UNITED STATES PATENT AND TRADEMARK OFFICE

FORM CD-260  
REV. 6-86  
DAO 202-335

### DELEGATED EXAMINING

Ann No: **PM-06-0113-DE**  
Issue Date: **08/30/06**  
Closing Date: **09/28/06**

# VACANCY ANNOUNCEMENT

#### TITLE, SERIES, AND GRADE

Information Technology Specialist  
(DATAMGT)  
GS-2210-14  
Full performance level is GS-14  
One or more positions may be filled  
Salary Range: \$91,407 - \$118,828 per annum  
Work Schedule: Full-time  
Competitive Service  
NTEU 243 bargaining unit position  
Position Sensitivity: This is a Moderate Risk  
position which requires a Minimum  
Background Investigation (MBI)

#### VACANCY LOCATION

Patent and Trademark Office  
Chief Information Officer (CIO)  
Architecture, Engineering and Technical Services  
Data Architecture and Services Division  
Alexandria, Virginia

#### AREA OF CONSIDERATION

All U.S. Citizens; CTAP/ICTAP  
Eligibles

**This vacancy is also being announced as Vacancy Ann. No. PM-06-0112-MP under Merit Promotion regulations. Please review that announcement to determine if you are eligible for consideration under Merit Promotion procedures. Note: Applicants must apply separately for each announcement to be considered under both vacancy announcements.**

#### DUTIES:

The incumbent serves as an Electronic Records Management Team Leader and serves as an expert advisor for electronic records management in the development and maintenance of automated information systems in the Data Architecture & Services Division. The Division develops and manages the agency-wide data; manages administrative data and information required by automated information systems as a strategic agency asset; facilitates sharing of corporate data and information and minimizes data redundancy. The incumbent implements sound electronic records management practices that ensure compliance with federal laws and regulations and that help business areas operate more efficiently through the use of optimum records management practices. The incumbent enhances and implements the existing enterprise-wide approach to managing electronic records. Identifies and facilitates implementation of procedural and technological solutions system-by-system throughout the USPTO.

#### SUMMARY OF QUALIFICATION REQUIREMENTS:

Applicants must have had one year of specialized experience equivalent to the GS-13 grade level in the Federal Service. Specialized experience is experience in planning, organizing, and coordinating with other information system and business organizations to provide electronic records management matters. CTAP/ICTAP candidates will be determined to be well qualified if they score 90 or higher when rated against the crediting plan.

#### EVALUATION OF QUALIFIED CANDIDATES:

will be on the basis of experience, training, awards, supervisory appraisals, and the following factors. **Failure to address each factor may have an impact upon your ranking.**

- 1. Knowledge of electronic records management theory and practices.**
- 2. Skill in developing recordkeeping systems and/or electronic information systems with emphasis on enhancing organizational records management.**
- 3. Ability to communicate complex technical issues, orally and in writing, to a wide variety of audiences and ability to facilitate and negotiate information technology solutions.**
- 4. Experience in managing information technology resources, including matrix teams and contractors, with the ability to apply project management principles, methods, tools, and techniques for planning and managing support to multiple, concurrent automated information system projects. This includes knowledge of budget formulation and knowledge of the use of work breakdown structures to plan and assign support to projects.**

*NOTICE TO ALL APPLICANTS:* US Patent and Trademark Office programs are accessible to people with disabilities. This document will be converted to an appropriate alternative form for applicants with disabilities. Requests for this or other assistance and accommodation should be directed to the contact above.



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**SELECTIVE FACTOR:** Candidates MUST address the following Selective Factor on a separate sheet of paper and attach it to their resume, otherwise they will not be considered.

**Skill in electronic records management with current experience in developing recordkeeping systems and/or electronic information systems, document management systems or imaging systems with emphasis on enhancing organizational records management.**

### **How To Apply - SUBMIT THE FOLLOWING:**

1. Candidates may submit a SF-171, Application for Federal Employment, an OF-612 or resume.
2. Vacancy announcement number, position title and grade level(s) you are applying for must be recorded on the application submitted. If the grade level is not indicated, candidates will be considered only at the highest grade for which qualified.
3. Statement of qualifications relating to the Selective Factor and each of the Ranking Factors.
4. CTAP candidates must apply for the vacancy, submit proof of eligibility for CTAP consideration, have a current performance rating of record of at least fully successful or the equivalent, and be within the Washington, D.C. Commuting area.

**FOR SPECIFIC INFORMATION CALL:** PATRICIA MENDOZA (571) 272-5372 TDD# 1-800-828-1120 or Relay System

For more employment opportunities visit our web site at [WWW.USPTO.GOV](http://WWW.USPTO.GOV).

### **MAILING ADDRESS:**

US Patent and Trademark Office  
Mail Stop 171  
Office of Human Resources  
P.O. Box 1450  
Alexandria, VA 22313-1450

### **WHERE TO APPLY IN PERSON:**

US Patent and Trademark Office  
Office of Human Resources  
Elizabeth Townhouse  
Customer Service Center, 1a79  
550 Elizabeth Lane  
Alexandria, VA 22314

### **GENERAL INFORMATION**

1. Applications mailed in Government franked envelopes will not be considered.
2. Applications submitted by telefax will not be considered.
3. Applications submitted by email will not be considered.
4. Applications submitted by mail with a postmark of on or before the closing date of this announcement will be considered only if received in the USPTO, Office of Human Resources, within five (5) working days of the closing date.
5. Applicants must meet all eligibility requirements by the closing date of the vacancy announcement.
6. Applicants must be citizens of the United States (or owe allegiance to the United States).
7. Applicants with disabilities, disabled veterans, or any other applicants eligible for non-competitive appointment under special appointing authorities not requiring competitive status should clearly specify their special eligibility on their application.
8. If selected, male applicants born after December 31, 1959, must confirm their selective service registration status. Certification forms are available at most Federal agency personnel offices or from the U.S. Office of Personnel Management.
9. Applications will not be returned to applicants.
10. Applicants will receive notification of the outcome of a vacancy announcement as soon as possible after a selection is made.
11. Qualification requirements in the vacancy announcement are based on OPM Qualifications Standards for General Schedule positions.
12. Privacy Act requirements (PL 93-579): the application forms prescribed are used to determine qualification for promotion, reassignment, or employment and are authorized under Title 5, U.S.C. sections 3302 and 3360.
13. Candidates outside of the USPTO who are referred for consideration will be required to complete the Declaration for Federal Employment, OF-306.
14. For any vacancy, employees of the Department of Commerce may be considered before other applicants.
15. Relocation expenses will not be covered.

The United States Patent and Trademark Office will provide reasonable accommodations to applicants with disabilities. If a reasonable accommodation is needed for any part of the application process, please notify the human resources representative identified under the 'How To Apply' section of this announcement. Decisions on reasonable accommodation will be made on a case-by-case basis.



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### VACANCY ANNOUNCEMENT SUPPLEMENTAL INFORMATION

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ALL QUALIFIED APPLICANTS WILL BE CONSIDERED REGARDLESS OF AGE, RACE COLOR, SEX, CREED, NATIONAL ORIGIN, LAWFUL POLITICAL AFFILIATION, NON-DISQUALIFYING HANDICAP, MARITAL STATUS, SEXUAL ORIENTATION, AFFILIATION WITH AN EMPLOYEE ORGANIZATION, OR OTHER NON-MERIT FACTOR.

REGARDLESS OF WHICH APPLICATION FORM/FORMAT IS USED, APPLICANTS SHOULD ADDRESS THE FOLLOWING:

The announcement number, title and grade of the position for which you are applying.

#### Personal information

Full name, mailing address (including ZIP Code), home and work telephone numbers (including area codes)

Social security number

Country of citizenship

Veteran's preference: If you wish to claim 5-point veterans preference or if you are applying under the Veterans Readjustment Appointment provisions, you must include dates of military service and a copy of each Certificate of Release or Discharge from Active Duty, DD-214. If you are claiming 10-point veterans preference, you must also include SF-15 and the appropriate proof required by that form.

Competitive status: if you are a current or former Federal employee, and if the announcement is open to status applicants only or if you wish to be considered as a status applicant, you must submit a copy of your SF-50, Notification of Personnel Action, which shows you have status.

Veterans who are preference eligible or who have been separated from the armed forces with honorable conditions after 3 years or more of continuous active service may apply. (Under merit promotion procedures.)

Highest federal civilian grade held, including job series and dates held.

#### Education

High school - name, city, state and ZIP Code (if known) and date you received diploma or GED.

Colleges and universities - name, city, state and ZIP Code (if known), majors(s), type(s) of degree(s) received and date(s) received. If you did not receive a degree, show total credits earned and indicate whether semester or quarter hours. Submit copies of undergraduate and/or graduate transcripts if the announcement specifies minimum education requirements, if you are qualifying based on allowable substitution of education for experience or if you are qualifying based on Superior Academic Achievement (see the announcement for details).

#### Job-Related Work Experience (Paid and Non paid)

Job title (include series and grade if Federal)

Duties and accomplishments

Employer's name and address

Supervisor's name and telephone number

Starting and ending dates (month and year)

Hours per week,

Salary

Indicate if we may contact your current supervisor.

#### Other Qualifications

Job-related training courses (title and year)

Job-related skills (i.e., other languages, computer hardware/software, tools machinery, etc.)

Typing and/or stenography speed

Job-related certificates and licenses (current only). Do not send copies unless required in the announcement.

Job-related honors, awards and special accomplishments (i.e., publications, memberships in professional or honor societies, leadership activities, public speaking, performance awards, etc.) Give dates but do not send documents unless requested.

#### CTAP/ICTAP

CTAP candidates must apply for the vacancy, submit proof of eligibility for CTAP consideration, have a current performance rating of record of at least fully successful or the equivalent, and be within the Washington, D.C. Commuting area.

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